

Remote Work Excellence Kit



Your teams have had to make the abrupt and rapid transition to working remotely. The Remote Work Excellence Kit developed by our Eagle Productivity Solutions provides specific guidelines, support and training on how to be productive, engaged and efficient while working remotely in order to maintain business continuity.

This kit comprises of 20 micro lessons that can be packaged for any LMS. Topics include:

- Provide Remote Engagement Best Practices
- Overcoming Distractions
- Establishing a Remote Presence
- Setting Up Your Remote Office
- Communicating Remotely
 - What channels exist
 - How to use the channels appropriately
 - Nurture your remote “water-cooler” conversations

- Virtual Meetings
 - How to manage the virtual room, facilitate discussions and keep people engaged
- Organizing Your Day - how to manage your time while working from home during this climate
- Technology Tips and Troubleshooting
- Personalities Workstyles and Best Practices
- Remote Business Etiquette
 - Establishing team roles
 - Rules of engagement
 - What contributes to successful remote meetings

Get Started